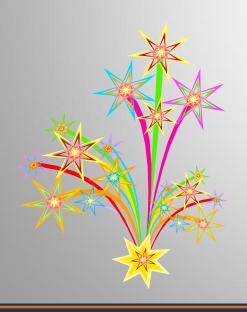
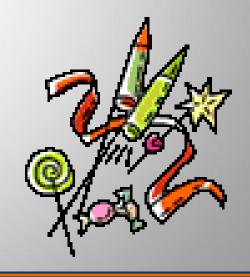


Consumer Fireworks Certificate
Application Process







- This presentation starts with the application process assuming that you have already created an account. If you need assistance creating an account, please refer to the Intro-Login presentation, which you can find on our webpage at www.michigan.gov/bfs
- For information on Certificate Fee payment, Transfers, and Safety Fee reporting please refer back to our homepage and view the other presentations there.
- All online consumer fireworks certificate applications are due by April 1. There are no exceptions made.





Enter your User ID and password to begin.

User ID		
Password		
If you've forgotten your User Name and reset your password.	or Password click <u>here</u> to	search for your User Name and
	Login	

- PA 256 Sec. 4. (1) A person shall not sell consumer fireworks unless the person annually obtains and maintains a consumer fireworks certificate from the department under this section. A person who knows, or should know, that he or she is required to comply with this subsection and who fails or neglects to do so is guilty of a misdemeanor punishable by imprisonment for not more than 2 years or a fine, or both, with the fine as follows:
- (a) For a first violation of this subsection, not more than \$5,000.00.
- (b) For a second violation of this subsection, not more than \$20,000.00.
- (c) For a third or subsequent violation of this subsection, not more than \$40,000.00.





Enter your User ID and password to begin.

User ID		
Password		
If you've forgotten your User Name and reset your password.	or Password click <u>here</u> to	search for your User Name and
	Login	

 Once you have logged in you will be able to submit certificate applications, low impact registrations, transfer applications, submit monthly sales reports, pay fire safety fees, update your contact address and review status of your applications.

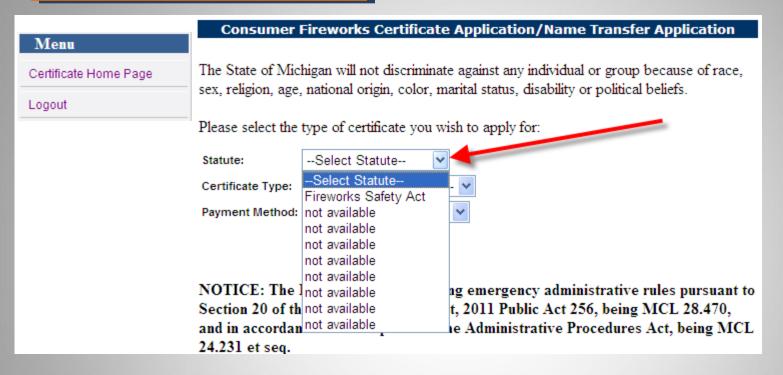




- The first page will contain your Business name or DBA along with the Certificate holder's name.
- This page will also contain a list of your applications submitted
- Click on "Consumer Fireworks Certificate Application, Transfer Application" to begin an application.







For "Statute" Section: All applicants will select "Fireworks Safety Act" regardless of Certificate Type or Low Impact Registration. Please read this entire page before proceeding.





Examples of
Consumer
Fireworks
in Michigan









of Low
Impact
Fireworks
in Michigan



Now you will pick the "Type" of application you are submitting. There are 2 Consumer choices, 2 Low Impact and 2 Transfer.

Please select the type of certificate you wish to apply for: Fireworks Safety Act Statute: Certificate --Select Certificate Type--Type: --Select Certificate Type--Payment Consumer Non-Permanent Structure Certificate Method: Consumer Permanent Structure Certificate Location Transfer of Non-Permanent Structure Statute: Please Low-Impact Registry Non-Permanent Structure Low-Impact Registry Permanent Structure Certificate Tv Ownership Transfer of Consumer Certificate ou will be using for sales and type of fireworks you will be selling. If you are selling both Consumer and Low Impact you will do one of each application per location. Such as: Consumer Certificate for Non-

We will now break down the definition of each type.



- <u>Consumer Non-Permanent Structure Certificate:</u> Choose this type if you are selling consumer grade fireworks in a non-permanent facility such as a tent or stand. Application deadline is midnight on April 1.
- <u>Consumer Permanent Structure Certificate:</u> Choose this type if you are selling consumer grade fireworks in a <u>permanent building</u>. Application deadline is midnight on April 1.
- <u>Low Impact Non-Permanent Structure:</u> Choose this type if you are selling low impact fireworks out of a non-permanent facility such as a tent or stand. You must register 10 days prior to sales.
- <u>Low Impact Permanent Structure:</u> Choose this type if you are selling low impact fireworks in a <u>permanent building</u>. You must register 10 days prior to sales.
- <u>Location Transfer:</u> Choose this type if you are moving the location of your temporary facility. Application deadline is June 1.
- <u>Ownership Transfer:</u> Choose this type if purchasing ownership of a certificate from another applicant.





- Each retail sales location may sell one or both types of fireworks: Consumer and Low Impact. For each location you must have a Certificate and or Low Impact Registration.
- Without the proper Certification or Registration you will receive a citation per PA 256
- Please note: The "type" you choose has nothing to do with the duration of your sales, but rather the type of structure that you are selling from.





	Consumer Fireworks Certificate Application/Name Transfer Application	
Menu		
Certificate Home Page	The State of Michigan will not discriminate against any individual or group because of race,	
Logout	sex, religion, age, national origin, color, marital status, disability or political beliefs.	
	Please select the type of certificate you wish to apply for:	
	Statute:	Fireworks Safety Act
	Certificate Type:	Low-Impact Registry Non-Permanent Structure
	Payment Method:	Select Payment TypeSelect Payment Type No Fee Required

The last selection on this application page you will indicate your choice of payment method for the Certificate fee. When choosing one of the Low Impact Types your only choice will be "No Fee Required."





By choosing a Consumer Certificate type the payment methods will include "By Mail" and "Online."

Consumer Fireworks Certificate Application/Name Transfer Application	
The State of Michigan will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs.	
Statute:	Fireworks Safety Act 🕶
Certificate Type:	Consumer Permanent Structure Certificate
Payment Method:	Select Payment Type V
	Select Payment Type By Mail Online
	The State of I sex, religion, a Please select Statute: Certificate Type: Payment

After all options have been selected and you have carefully read the entire page you will click on the "Agreement" button at the bottom of the page.

NOTE: Once you click on the "Agreement" button you will not be able to return to this page and change your Certificate Type or the Payment Method.





Please read the following screen for important information.

Menu		
	Retail Sales Physical Address	
	Application Questionnaire	
	Required Document Information	
	Finish	
Certificate Home Page		
Logout		

Additional Application Information

Making Contact with the Bureau of Fire Services:

a. Due to the busy nature of the fireworks season, we are not able to answer all phone calls. We strongly encourage you to direct any questions or concerns to fireworks@michigan.gov for the fastest response. The email box is continually monitored by multiple people during regular business hours Monday-Friday. In your email please provide identifiable information so that we may answer your question quickly and effectively. Appropriate information would include first and last name of the certificate holder, the certificate number, low impact registration number, sales location, and any other important details as well as your question.

b. When completing your application, it is crucial that you give us an email address that you check frequently because we use email for the majority of our correspondence.

c. If you call and leave a voicemail, please provide us with enough information in order to provide a quick and effective response. Appropriate information would include first and last name of the certificate holder, certificate number, low impact registration number, sales location, and any other important details as well as your question. Please also check your email within 24 hours after leaving a voicemail as it is likely that you will receive a response via email.

d. If there are any updates regarding the status of your certificate, any documents that are missing, any safety fee report that is missing, or any other problem then we will send you an email.

Certificate Status Check and Incomplete Applications:

a. If you see a red link "Continue", it means that your application is not finished. We cannot process your

Click on the "Agreement" button after reading the page.

Please note: If you have delinquent sales reports or safety fees from 2014, you will be denied a certificate for 2015.





	Retail Sales P	hysical Address
Menu	This is the address on record for your certific	ate and physical location of the retail sales. At
Retail Sales Physical Address	this time you may make any necessary change limit for the address lines. Once all the inform	es in the fields below. There is a 40 character ation is correct, click the "Update Retail
Application Questionnaire	Sales Address" button to continue. You will information and "complete" the application.	I have an opportunity to confirm all the
Required Document Information	*Street Address:	You will now enter the example Retail Sales location.
Finish	Line 2:	You will repeat the entire a
Certificate Home Page	Line 3:	to obtain a Certificate/Reg
Logout	*City:	for each individual retail sa
	*State:	This applies to both Consu
	*Zip: Example: 48909	and Low Impact Registrati
	*County:	You are required to include
	*Email:	number and email address
	*Daytime Phone:	use your email address for
	Example: 5175551212	When complete click on th
	Fax: Example: 5175551212	Sales Address" button at the
	0170001212	nage

You will now enter the exact address of your Retail Sales location.

You will repeat the entire application process to obtain a Certificate/Registration number for each individual retail sales location. This applies to both Consumer Certificates and Low Impact Registration.

You are required to include your phone number and email address. We will primarily use your email address for contact.

When complete click on the "Update Retail Sales Address" button at the bottom of the page.

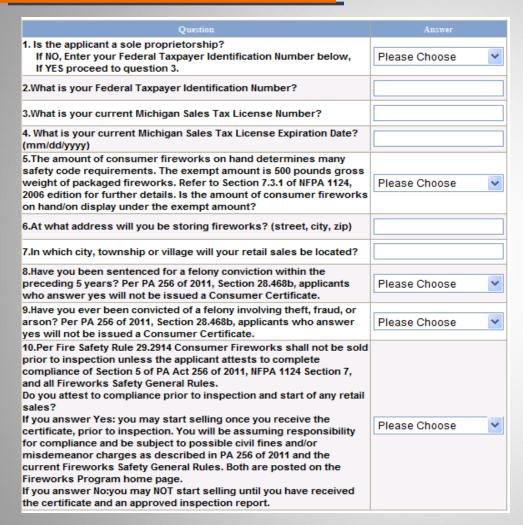




Next you can confirm your Retail Sales location address. If you need to
edit any of the information click on the "here" link above the address and
redo your entry. When you confirm that the address and other
information is correct click on the "Complete" button.

		Retail Sales Physical Address
Menu		Please review the information listed below. This is the address currently listed for your retail sales
Retail S	Sales Physical s	location printed on the Certificate.
A P	·	Click <u>here</u> to edit your address shown below if needed.
Applica Question		When your information is accurate click on the Complete button.
Require	ed Document	Address: 123 Street Haven
Finish		MI 42179 Country: United States
Certificate H	ome Page	Email: anyemail@fake.net
Logout		Phone: 517-555-1212 Fax:
		Complete







Complete all fields and hit the submit button.





This Application Summary page will allow you to completely review all of the entries you have just completed. If necessary you will be able to click on any of the menu items listed to edit any information. Once you have confirmed all of the information to be correct you will click on the "Pay Fees and Submit" button.

When submitting the required documents, please remember to put the certificate number at the top of each one. This numbers looks like 2015-CX0XXXX or 2015-LX0XXXX

Application Summary

Your application is summarized below. Please review the information carefully for accuracy and print a copy for your records.

You can go back to any step in the process by clicking on it's link on the left. Click the Finish link to return to this page.

When all application information is accurate click the "Pay Fees and Submit" button to complete your application. Failure to do so will keep your application from being processed.

By submitting this application, applicants acknowledge that they will adhere to and be subject to the applicable administrative rules promulgated by the Department under Section 20 of the Michigan Fireworks Safety Act, Public Act 256 of 2011, being MCL 28.470.

Pay Fees and Submit





- You can find more information regarding the fireworks
 process by going to our webpage, www.michigan.gov/bfs, and
 browsing through the other tutorials that we have posted
 there.
- You can contact us with questions at <u>fireworks@michigan.gov</u> or by calling 517-373-7441
- Note: Due to the high volume of calls, emailing us is the best way to get a quick and effective response. Our goal is to return your phone calls within 24 hours.

